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TRANSPORTATION AUTHORITY OF MARIN PLANNING MANAGER

Under general direction by the Executive Director, the **Planning Manager** performs and oversees the planning activities of the Transportation Authority of Marin (TAM) as well as a wide range of complex transportation-related planning analyses and studies. This position participates in planning analyses conducted by others and through the supervision and direction of professional staff.

This working manager position is responsible for conducting, delivering and implementing TAM planning studies; reviewing and advising on planning efforts through other organizations that have direct and/or indirect impact on the Authority's mission and goals such as the Marin County Transit District, the County of Marin, the Sonoma-Marín Area Rail Transit and the Metropolitan Transportation Commission.; and ensuring consistency with federal, state and regional planning requirements. The position serves as an advisor to the Executive Director and Board on planning and policy issues and as the lead staff person on the Citizen's Oversight Committee.

Responsibilities also include representing the Authority and its member agencies on transportation matters to the public, other governmental agencies, community groups, and transportation organizations as well as working closely with the County of Marin and its represented cities and towns and the following projects:

Manage the scoping, implementation, and resultant product of TAM managed planning efforts such as the following:

Community Based Transportation Plans (CBTP); Lifeline transportation efforts (coordination with CBTP's); Development and maintenance of the Congestion Management Plan (CMP); TLC/HIP evaluation of successes to date and subsequent Call for Projects; Finalization of the TOD/Ped toolkit and Parking Management Study including coordination with Metropolitan Transportation Commission's Parking study; Bike Plan Updates for County plus all eleven cities/towns through TDA Article 3 contract; Ongoing development of transportation/land use initiatives through MTC's TPLUS program; Determination of local land use changes consistency with CMP; Review of local transportation and land use

activity as a responsible agency under California Environmental Quality Act (CEQA); Coordinate with MTC on regional travel demand modeling changes as well as with the cities and towns of Marin and Marin county staff to develop and secure travel demand modeling data for congestion management; Ensure ongoing adherence to Strategic Plan Performance objectives and plan future updates; TAM public information efforts, including web site, powerpoint presentations, and annual reports; TAM's Safe Routes to School and Crossing Guard programs.

Review and advise on planning initiatives and the policy development and implementation strategies of other organizations affecting TAM, such as the following:

The implementation of the Marin County Transit District's (MCTD) Short Range Transit Plan including taxi service study; The development of Station Area Plans at Sonoma Marin Area Rail Transit (SMART) station sites in cooperation with the Sonoma County Transportation Authority, MTC, ABAG, and SMART; Marin Countywide Transportation Plan updates; the development of the rail corridor by SMART as it affects TAM policy and funding priorities; Land-use planning efforts including the transportation impacts of land development; Coordination of TAM Bike/Ped programs with the Marin County \$25 Million Non-Motorized Transportation program; Review of local improvement plans for consistency with the CMP; MTC's Regional Transportation Plan (RTP), MTC, BAAQMD, and transit operators commute alternative efforts.

COMPENSATION AND BENEFITS

\$8,241-\$10,044 a month

A comprehensive benefits package is offered and includes extensive health, dental and vision care, and retirement system membership. This is a permanent full-time, exempt position.

THE ORGANIZATION

Created in 2004 by the Marin County Board of Supervisors pursuant to the California Public Utilities Code, the Authority was established to administer the Transportation Sales Tax Expenditure Plan approved by Marin voters in November 2004, as well as to serve as the designated Congestion Management Agency for the County.

TAM's sales tax role stems from a four year planning effort by community leaders with extensive input by the public, the County, cities, and towns, and diverse community interests groups which resulted in the development of a Transportation Sales Tax Expenditure Plan. The Plan has a single goal:

To improve mobility and reduce congestion in Marin County by providing a variety of high quality transportation options designed to meet local needs.

A special tax measure by the Transportation Authority of Marin was passed in 2004 to implement a 20-year Transportation Plan. Measure A increased the countywide sales tax rate from 7.25% to 7.75% beginning April 1, 2005 with the proceeds from increased sales tax earmarked specifically for the projects outlined in the Transportation Expenditure Plan.

The Authority's Board of Commissioners appointed the Executive Director as the Authority's first employee in August of 2005. Temporary administrative, legal and support services as well as operating space are currently being provided via Marin County. Efforts are underway to independently establish these services for the Authority. Don't miss this exciting opportunity to be in on the ground floor of developing and growing this transportation agency!

THE COMMUNITY

Marin County is located north of San Francisco, just across the Golden Gate Bridge. The Mediterranean climate along with the commitment to open space, make it one of the most enjoyable living areas in the country. The county seat of Marin County is San Rafael and is easily accessible from all parts of the Bay Area.

IDEAL CANDIDATE

The successful candidate will demonstrate strong communication and problem solving skills and the ability to ensure consensus when working with a variety of community groups and sister agencies as well as successful representation of localities represented by TAM.

Further, the ideal candidate will possess a thorough knowledge of:

- Principles, practices, purpose, scope and techniques of urban and multimodal transportation planning and multi-modal corridor planning techniques.
- Congestion management planning requirements and Federal, state, and local regulations pertaining to transportation planning.
- Current legislative developments affecting transportation planning requirements at the federal, state, regional, and local levels as well as trends and methods in transportation planning including forecasting, data collection and analysis.
- Principles and methods of program and contract administration, monitoring and evaluation.
- Research, analytical and statistical methods applicable to transportation planning.
- Policies affecting transportation planning programs, and agency roles.

And the ability to:

- Seek out new solutions to transportation issues and develop strategies for implementation.
- Interpret, apply and explain laws, rules, regulations and policies; translate regulations and policies into practical programs and actions with successful implementation.
- Administer and negotiate contracts; evaluate effectiveness of contract services provided.
- Prepare detailed reports for a variety of audiences and present these in a public forum.
- Prepare budgets and funding proposals; conduct work within budget constraints.
- Define problems, collect, analyze, interpret and evaluate data, define alternatives and project consequences.

Specific Qualification Requirements:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Five years of increasingly responsible professional experience in public or consultant planning practice, or a related field, with at least two years of responsible charge experience.

Training: Equivalent to completion of a Master's degree from an accredited college or university in an appropriate discipline such as transportation planning, city and regional planning, civil engineering, economics, or public administration. More extensive transportation planning experience may be substituted for the graduate degree requirement.

License or Certificate: Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Membership and certification in the American Institute of Certification for Planners is desirable but not a condition of employment.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume, and cover letter including current salary, answers to the supplemental questions, and the names of three work related references directly to:

Transportation Authority of Marin
c/o Papworth Consulting
2230 Santa Fe Drive
Santa Rosa, CA 95405
Email: gailpap@sonic.net
FAX: 707-573-1215

For information call 707-799-3575 or visit:
website: www.tam.ca.gov

Filing Deadline: May 19, 2006 by 5:00 p.m.

Resumes, supplemental question responses and additionally submitted documentation will be screened to determine the most qualified candidates. The candidates with the most relevant qualifications will be invited to participate in preliminary interviews. Candidates appearing best suited will be invited to participate in the interview process.

The Transportation Authority of Marin is an Equal Opportunity Employer. Only individuals lawfully authorized to work in the United States will be hired.

**TRANSPORTATION AUTHORITY OF MARIN
PLANNING MANAGER**

Supplemental Questionnaire

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate further in the hiring process will be based on an evaluation of your resume and your response to these supplemental questions. Resumes received without a supplemental question response will be not considered.

These questions are designed to help you present your qualifications for this position. Your responses will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise and specific. Clarity and completeness of answers are factors which will be considered in the evaluation process.

Answer each numbered item separately and indicate the corresponding item number for each response. You may use additional pages as necessary, but try to limit your responses to no more than one page per question. You may also include multiple responses on a single page. Be sure to indicate your name on each additional page. When describing your experience, please confine your remarks to work which you personally performed and, where possible, provide examples which demonstrate your highest level of technical expertise.

1. Describe your transportation planning management experience. Include the Agency, your title and responsibilities in your examples and a brief description of the types of planning projects you managed.
2. Give us an example from your professional experience working with local agencies, advocacy or community groups, or regional agencies that has required extensive communication efforts and sensitivity to competing positions. Please provide a work sample that demonstrates your communication efforts in this project.
3. Describe your experience in the analysis of transportation corridors, including any experience with travel demand modeling and the development of multi-modal alternatives.

Please sign the following certification: I certify that all statements made in response to this supplemental questionnaire are true, and I agree and understand that misstatements or omissions of material fact may forfeit my rights to employment with the Transportation Authority of Marin.

Signature

Date